



# BOARD OF ELEMENTARY AND SECONDARY EDUCATION

## EMPLOYMENT OPPORTUNITY

### **Louisiana Quality Education Support Fund - 8(g) Financial and Compliance Auditor**

#### **Louisiana Quality Education Support Fund – 8(g) Overview**

Since 1986, the Board of Elementary and Secondary Education (BESE) has reviewed and awarded over \$867 million for 8(g) education grants. This money has funded innovative projects that have served as catalysts for student academic improvement in public and nonpublic schools. Each project allocated 8(g) funds must be audited by BESE 8(g) staff for fiscal and programmatic compliance.

#### **Position Summary**

The Board seeks a Financial and Compliance Auditor for the Louisiana Quality Education Support Fund, more commonly referred to as "8(g)" because of the constitutional clause that creates the fund. As 8(g) projects close out and continuing through the next fiscal year, on-site audits of funded projects are conducted by BESE 8(g) auditors. The 8(g) financial and compliance auditor will have the opportunity to conduct compliance reviews to ensure both fiscal and programmatic procedures are being followed in accordance with applicable rules and regulations of BESE and the State of Louisiana.

#### **Responsibilities include, but are not limited to:**

- Scheduling audits; selecting procedures to be followed, scope, audit sample and size; preparing checklists and audit questionnaires; and contacting agency personnel.
- Conducting entrance conferences with agency personnel outlining the areas of coverage, and discussing pertinent regulations, procedures, systems and any specific problem areas.
- Examining various financial documents, accounting reports, inventories, and related descriptions, fiscal systems and transactions for compliance with accepted accounting methods and prescribed policies and procedures.
- Analyzing data obtained for evidence of deviations/irregularities in controls, duplications of effort, or lack of compliance with established policies in order to determine the extent to which audit deviations/irregularities need to be investigated.
- Reviewing programmatic procedures to determine compliance with project narrative and program objectives including school reports, personnel verification, student reports, and student progress reports.
- Developing work papers, with necessary exhibits and schedules, to document findings; analyzing audit findings; and describing the depth of analysis required to support reported findings and conclusions.
- Conferring with and advising employees and management concerning audit findings; reviewing policies and procedures and recommending changes so that the agency is in compliance with applicable laws and regulations affecting its operation; and providing other technical assistance as deemed necessary.

#### **Candidate Profile:**

- Bachelor's degree in accounting/finance required
- Ability to interpret and analyze financial figures and information
- Working knowledge of State auditing practices, laws and regulations
- A high level of accuracy and good attention to detail

- Excellent communication skills both written and verbal
- Strong ability to juggle several tasks at once
- Ability to manage own tasks and work effectively as part of a wider team

Salary is commensurate with experience and qualifications. Interested applicants should submit a cover letter and resume to Daria Martin at [Daria.Martin@la.gov](mailto:Daria.Martin@la.gov); place "8(g) Financial and Compliance Auditor" in the subject line. Applications will be accepted until 4:30 p.m. on Friday , July 15, 2016.